

MINUTES  
SPECIAL COMMITTEE OF THE WHOLE BUDGET MEETING  
Monday, November 4, 2013

Location: Village Hall, Community Room, One Olde Half Day Road, Lincolnshire, Illinois 60069

Present:

Trustee Brandt (Arrived at 7:10 p.m.)	<del>Trustee Feldman</del>
<del>Trustee Grujanac</del>	Trustee McDonough
Trustee McAllister	Trustee Servi
Mayor Blomberg	<del>Village Clerk Mastandrea</del>
Village Manager Burke	<del>Village Attorney Simon</del>
Director of Community Development McNellis	Police Chief Kinsey
Finance Director Peterson	<del>Village Treasurer Curtis</del>
Engineering Supervisor Horne	Street & Parks Superintendent Phippen

Roll Call

Mayor Blomberg called the meeting to order at 7:01 p.m. and Village Manager Burke called the Roll.

ITEMS OF GENERAL BUSINESS

2.1 Finance & Administration

- 2.11 Workshop regarding Fiscal Year 2014 Budget (Village of Lincolnshire)  
Village Manager Burke provided an update on comments and questions brought up at the October 29, 2013 budget meeting. Village Manager Burke provided information on the possible payoff of the existing loan in the Water & Sewer Fund. Village Manager Burke explained the proposed payoff could result in a savings of more than \$41,000 in interest charges. Village Manager Burke noted that even with paying off the existing loan, the Water and Sewer Fund – fund balance would exceed the Village's policy of maintaining a reserve of 25% of operating costs.

Trustee Brandt arrived at 7:10 p.m.

A discussion regarding the possible payoff of the Water & Sewer Fund loan and the current status of interest rates for financing followed. Mayor Blomberg noted the budget can be developed with either scenario: payoff the loan in 2014 or continue with the current debt schedule. However, Mayor Blomberg stated it

would be his preference to decide on an approach to take and then stick to the plan in the approved budget for Fiscal Year 2014.

Trustee Brandt expressed her opinion she supported paying off the debt in the Water & Sewer Fund. Trustee Servi indicated he felt such a decision would be better made in the context of the long-term financial plan for the Water & Sewer Fund and what the future obligation may look like. Trustee Servi expressed his opinion; he was not concerned about reflecting the payoff of the loan in the Fiscal Year 2014 Budget and then not pursuing the debt retirement if it did not make the most sense to the Village. Mayor Blomberg indicated it would be his preference for the Village Board to decide on a course of action and stick with that approach.

A discussion regarding the status of the funded ratio of the Police Pension Fund followed. Village Manager Burke noted the Village met its goal of working toward a 90% funded ratio for the Police Pension Fund. Village Manager Burke explained the proposed budget contemplates directing additional funds to the Retirement Fund (Illinois Municipal Retirement Fund) to improve the funded ratio of this fund which has declined in recent years.

Village Manager Burke provided a broad review of the proposed Fiscal Year 2014 Budgets for the General Fund and Water & Sewer Funds, as well as background information on water rates in Lincolnshire compared to surrounding communities.

Village Manager Burke proceeded to explain the majority of the focus of the meeting will be to review proposed capital projects in the General Capital Fund and Water & Sewer Capital fund for Fiscal Year 2014. Village Manager Burke noted revenue for 2014 in the General Capital Fund budget totals \$3,425,000. Village Manager Burke noted \$3,000,000 is to be transferred to this fund from General Fund reserves, and \$422,000 is coming from grant revenue related to the Route 22 Corridor Improvement Project.

Trustee Brandt commented on the Route 22 Corridor Improvement Project and noted this work may provide an opportunity to update or rebrand the Village's entry features/signs. Trustee Brandt expressed her opinion she would like the Village Board to consider different entrance signs than those that may have originally been proposed in the initial plan.

#### General Capital Fund Summary

Administration Department – No capital projects/expenditures are proposed for Fiscal Year 2014.

Finance Department – No capital projects/expenditures are proposed for Fiscal Year 2014.

#### Police Department

Police Chief Kinsey noted proposed projects include a total of \$154,600 in capital expenditures. A summary of the major capital items are as follows:

- A. Vehicle Replacement – The Department plans to replace two vehicles as part of the annual Vehicle Replacement Program at a cost of \$52,000. Related to vehicles, there are also \$10,600 in funds related to vehicle equipment retrofits transfer and \$44,000 for in-car video camera replacement.
- B. Police Building Remodel – The budget reflects \$30,000 in funds to remodel the former dispatch area to increase functionality of this area.
- C. AED Replacement - \$10,500 is reflected in the budget related replacement of AED units that will be placed in vehicles when out on patrol.

Trustee McAllister inquired if the Police Department was required to cut 5% to 10% of its capital requests, which items would be eliminated or reduced. Police Chief Kinsey noted the Department would forego the building remodeling project if an expenditure had to be eliminated.

#### Community Development

Building Permit Software – Director of Community Development McNellis explained the proposed budget includes \$35,000 in funds to replace the existing Community Development Department building permitting software. Staff has explored software options and will be working to determine an approach for the Village that will align with operational needs and cross-functionality with other department operations, especially Finance Department software.

#### Insurance & Common Expense

Village Manager Burke explained more than \$300,000 is proposed for roof replacement projects on the Village Hall as well as other Village facilities. Finance Director Peterson noted funds are also proposed for possible purchase of financial system software, licensing and training. Finance Director Peterson noted staff is exploring the potential to outsource certain finance functions including payroll.

Trustee Brandt inquired if the expenditures in the Insurance & Common Expense area contemplate increasing the Village's technology initiatives. Village Manager Burke explained there are a number of information systems initiatives contemplated; however, additional projects may be suggested prior to the final budget presentations.

Mayor Blomberg inquired about the \$9,000 expense proposed for the wheel balancer. A discussion regarding the number of wheels to balance and frequency of balancing taking place on all Village vehicles followed.

## Streets

Engineering Supervisor Horne and Streets & Parks Superintendent Pippen reviewed the proposed street projects and equipment replacement contemplated for Fiscal Year 2014.

Highlights of the proposed capital expenditures presented are as follows:

- A. Vehicle Rehabilitation - \$38,500 in funds is allocated to assist in vehicle repair/rehab work for Fiscal Year 2014.
- B. Street Resurfacing – The proposed budget includes \$471,000 in resurfacing projects. \$171,000 of the resurfacing expenses are planned to come out of the Motor Fuel Tax Fund, and the remaining \$300,000 is to be funded out of General Capital Fund.
- C. Londonderry Lane – The proposed budget includes \$150,000 for the repaving/reconstruction of Londonderry Lane.
- D. Lincolnshire Creek – The proposed budget reflects \$195,500 in expenditures related to stream bank stabilization and erosion control on Lincolnshire Creek.

A discussion regarding pedestrian signal improvements at Milwaukee Avenue and Olde Half Day Road and at the new downtown shopping center and Olde Half Day Road followed. Trustee Brandt suggested reaching out to state representatives Terry Link and Carol Sente to see if State funding may be possible. A discussion of the Illinois Department of Transportation's need to address pedestrian safety in this area followed.

## Parks and Open Space

Streets & Parks Superintendent Pippen reviewed the various projects proposed in the area of Parks and Open space. The most significant projects include the development of the pocket park in the Village's downtown triangle and the renovation/update of Balzer Park. Streets & Parks Superintendent Pippen noted the Lincolnshire Sports Association has requested \$9,000 be budgeted for a temporary ice rink liner to be installed at North Park.

A discussion of ice skating at North Park and Spring Lake Park followed. Trustee Brandt asked how the Village could determine if there is a demand for such an amenity. Streets & Parks Superintendent Pippen noted there had been a rink at North Park in the past, and when it went away, there was little resistance from the community.

A discussion of Balzer Park improvements followed.

Streets & Parks Superintendent Pippen noted the proposed capital projects also include \$25,000 for replacement of existing bollard lights at Whytegate Park. Streets & Parks Superintendent Pippen noted the current bollards are aging and parts are difficult to locate. Streets & Parks Superintendent Pippen noted rather than replace the bollards another option

may be to remove the bollards and install lighting in the gazebo and at the entrance features to the park, and this may be a less costly option. Staff requested members of the Village Board visit Whytegate Park and provide feedback to staff on the best option to pursue. Trustee Brandt suggested one option may be to pursue more landscape lighting on the park rather than bollards and noted she does have concern regarding any lighting in this area given the proximity to residences in the area.

#### Buildings & Grounds

Engineering Supervisor Horne explained the proposed ventilation project at the Public Works Building and noted there is not currently ventilation. Staff opens the doors to the building when working on equipment, which does not meet OSHA standards.

#### Water and Sewer Improvements

Village Manager Burke explained the proposed budget contemplates \$1,087,300 in funds to be transferred from the General fund to complete various projects proposed in the Fiscal Year 2014 budget. Village Manager Burke provided a review of projects proposed including the second year for the five year program to replace water meters with automated meter reading technology; design of water main replacement on Westwood from Riverwoods to Fox Trail; water main replacement at Riverwoods Road and Fox Trail; and pump logic control for the Westside Reservoir. Village Manager Burke explained the proposed \$40,000 to update the Village's water model to aid in planning future infrastructure investments.

#### Motor Fuel Tax (MFT) - Street Resurfacing

This is the MFT portion the Village is proposing to use to fund the proposed \$470,000 in resurfacing projects in Fiscal Year 2014. Staff is proposing to use \$171,000 in MFT Funds in 2013.

#### Fraud, Alcohol, and Drug Fund

This is a restricted fund for expenses related to Police Department enforcement activities. Police Chief Kinsey reviewed proposed capital purchases related to this fund including in-car video camera replacement.

Village Manager Burke noted this concludes the discussion of the proposed budget for Fiscal Year 2014 and noted any final changes will be presented to the Village Board at the November 25, 2013 meeting for review and consideration prior to the presentation of the budget for approval at the December 9, 2013 Regular Village Board meeting.

A discussion of access and signage for The Fresh Market followed. Staff provided information on their work with local staff at The Fresh Market as well as their corporate office to address access concerns.

Mayor Blomberg inquired if additional funds should be included in the budget for Fiscal Year 2014 related to maintenance or restoration of the Des Plaines River berm that may have

received damage due to April flooding. A discussion of maintenance needs for the berm followed.

A discussion of the status of various Village shopping centers including Village Green and City Park followed.

Trustee Brandt suggested the Village may want to consider the possibility of offering residents the Village's discount pricing for tree removal related to removal of ash trees impacted by the Emerald Ash Borer. Trustee Brandt suggested such a program could be similar to how the Village offers a tree planting program which offers trees at the Village pricing to residents. A discussion of how such a resident program for tree removal will work followed.

Mayor Blomberg inquired about the maintenance of the detention pond south of the Village Hall on the south side of Route 22. Mayor Blomberg indicated this area has become significantly overgrown and needs to be cleaned out so it can function properly as a storm water detention facility.

#### ADJOURNMENT

There being no further discussion of the proposed budget for Fiscal Year 2014, Trustee Brandt moved and Trustee McAllister seconded the motion to adjourn. The voice vote was unanimous, and the Mayor declared the meeting adjourned at 9:10 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea  
Village Clerk